



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

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**Janie Miller**  
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June 15, 2011

Local Health Department Directors and Nurse Leaders,

The Division of Administration and Financial Management is pleased to announce that we have updated the Administrative Reference (AR). The AR includes policies, procedures and other relevant information to conduct Local Health Department operations. **These updates are effective July 1, 2011.**

I want to thank DPH staff for their participation in getting these updates completed and a special thank you to three local health department (LHD) directors; Nancy Crewe, Maria Hardy and Brandon Hurley for their participation.

I am confident everyone will appreciate the final product. This AR will better assist LHD directors and nurse leaders in providing education to their staff (new and tenured). We have continued using the same format as was used in the last two updates. This includes a general table of contents for Volume I as well as a table of contents within most sections. The majority of those tables of content have the capability of hyperlinking directly to the content you need to reference. This user-friendly function assists in finding the policies and procedures with greater ease and reduces the amount of time spent locating the information.

Enclosed with this AR cover letter you have received a CD containing the 7/1/2011 AR updates. The updated AR will also be available on the DPH Internet website located at <http://chfs.ky.gov/dph/Local+Health+Department.htm>. Furthermore, I plan to request additional time on the next KHDA meeting agenda to address the updated AR. To assist with audits and accreditation purposes, the previous versions of the AR will remain available on the DPH Internet.

The Local Health Operations (LHO) Branch continues having primary responsibility for coordinating and facilitating future updates to the AR. The AR will now be reviewed on an annual basis with publication being July 1 of each year. We believe this will be more beneficial to the local health departments as well as DPH staff.

Should you have questions, please don't hesitate to send them to the LHO Help Desk by emailing [localhealth.helpdesk@ky.gov](mailto:localhealth.helpdesk@ky.gov). Please share this communication with your staff.

Best Regards,

*Rosie Miklavcic, RN BSN MPH*  
Director of Nursing and Administration & Financial Management Division

## Department for Public Health Administrative Reference

The following revisions have been approved to incorporate in the Administrative Reference, with an effective date of July 1, 2011.

Volume I	
Section	Description
Table of Contents	Revised due to changes in AR Volume I sections
Foreword and Charter	Revised date of AR edition and AR will now be reviewed annually
Contact Information	Updated DPH organizational chart – Health Promotion Branch moved to the Division of Maternal and Child Health, added Center for Performance Management to DPH Commissioner's Office
Accreditation and QA/QI	Added accreditation information
Boards of Health	Numerous revisions in section
Environmental	No revisions
Financial Management	Revised "LHD Contracts" information. Revised compliance reviews language to include desk reviews.
LHD Facilities and Equipment	No revisions
Local Health Operations	Numerous revisions to section. Most notable: Revised "Patient Fees" information and cost center information under "Patient and Community Health Services Reporting and Billing System."
Medical Records Management	Numerous revisions to section. Most notable: <ol style="list-style-type: none"> <li>1. Consent/Authorization for Services was also in the PHPR so a link to the PHPR is now provided rather than repeating the information.</li> <li>2. Health Information Privacy information was added.</li> <li>3. Non-Court Order information added and paragraph added to Court Order under "Subpoenas and Court Orders."</li> </ol>
Personnel	<ol style="list-style-type: none"> <li>1. Added information – Furlough, Layoffs, Travel and Budget Restrictions for WIC (Full Use of Federal Funds)</li> <li>2. Revised and added information on Civil Rights</li> <li>3. Added information Identity Theft Compliance – Red Flag Program Clarification Act of 2010</li> </ol>
Public Health Core Functions and Community Health Planning	Updated cost center numbers and FY2012 objectives/goals
Training Guidelines and Program Descriptions	<u>Training Guidelines updated:</u> Breastfeeding Peer Counseling Program Diabetes School Health: Coordinated Services Well Child Pediatrics  <u>Program descriptions updated:</u> Diabetes Maternity/Prenatal Services Children Ready to Read for Health/Reach Out and Read (ROR) School Health: Coordinated Services Well Child Pediatrics WIC Program



Volume II	
Section	Description
Breast and Cervical Cancer Screening & Follow-up	No changes
Environmental Fee Revenue Procedures Guidance	No changes
EHMIS	New EHMIS manual has not been finalized yet. It will be included in the AR once it's completed.
OSHA Bloodborne Plan	No changes
Patient Services Reporting System (PSRS)	Numerous revisions to section. Most notable: 1. Replaced Uniform Performance Payment Schedule with 2011 version 2. Updated Income Guidelines for the WIC Program 3. Updated WIC visit codes
Personnel Reference Manual	Replaced with May 2011 version
Vital Statistics: Paternity Acknowledgement Program and Registrar Guidelines	No changes
WIC Program	No changes

Approved by:

*William D. Hacker MD*

Commissioner

*6-15-11*

Date